

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post AMCONGEN GUAYAQUIL	2. Agency DEPARTMENT OF STATE	3a. Position Number A51-207
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position _____
- ☐ c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	CARPENTER, FSN-1210	4		10/24/2011
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee VACANT
8. Office / Section US CONSULATE GENERAL	a. First Subdivision MANAGEMENT OFFICE
b. Second Subdivision FACILITIES MANAGEMENT	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position VACANT Printed Name of Employee _____ Signature of employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position CARLOS JIMENEZ Printed Name of Supervisor _____ Signature of Supervisor Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position JESSE CONNELLY Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. DONALD COLEMAN Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)
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13. BASIC FUNCTION OF THE POSITION

The carpenter position performs full journeyman level carpentry maintenance assignments and tasks such as installation or repairs of cabinetry, door hardware, lock systems, wall or ceiling trim finishes, minor framing, or other related skills necessary at the Consulate's commercial or residential properties. Under the supervision of the Maintenance Supervisor, the incumbent position may perform entry level journeyman repairs for other related trades.

14. MAJOR DUTIES AND RESPONSIBILITIES**Carpenter:****70%**

Incumbent performs full journeyman level work in carpentry and cabinet making from supervisory oral instructions and/or drawing. The carpenter is responsible for the correct fabrication, operation, maintenance, and repair for all types of carpentry projects. The carpenter

performs preventive maintenance services for all carpentry related equipment and submits records for related repairs to the maintenance supervisor.

Other Maintenance Projects:

20%

Assists with any additional maintenance projects at the Consulate and other US government owned and / or leased properties, including repairs, renovations, painting, welding, and masonry tasks as requested by the supervisor. Act as an occasional money holder for purchasing maintenance materials.

Driving:

5%

May serve as driver transporting passengers or cargo as needed.

Other duties as assigned:

5%

Assist with other tasks as needed, including escorting contractors. Must help keep tools in proper working condition and adhere to SHEM safety practices.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

15. REQUIRED QUALIFICATIONS

- a. **Education:** Completion of secondary school is required plus a minimum of 300 hours of carpenter training under SECAP.
- b. **Prior Work Experience:** Three years of carpentry work and locksmith work experience is required.
- c. **Post Entry Training:** Must be able to use of computer equipment and understand office procedures.
- d. **Language Proficiency:** Level I (Rudimentary) oral in English and Level III (good working knowledge) spoken/written Spanish is required.
- e. **Knowledge:** Must have full knowledge of established safety practices, use of tools and procedures of the specific trade involved.
- f. **Skills and Abilities:** Must be able to organize work, to deal tactfully and effectively with all customers requesting maintenance and repair. Driving license type B (sportsman) required.

16. POSITION ELEMENTS

- a. **Supervision Received:** Receives direct supervision from the Maintenance Supervisor and from the Facility Manager.
- b. **Available Guidelines:** Standardized Regulations, Post Policies, and general office procedures.
- c. **Exercise of Judgment:** Incumbent must exercise good judgment in assigning tentative priorities in accordance with supervisory instructions.
- d. **Authority to Make Commitments:** None
- e. **Nature, Level, and Purpose of Contacts:** Must maintain excellent relations with all members of the Mission.
- f. **Supervision Exercised:** None
- g. **Time Required to Perform Full Range of Duties after entry into the Position:** 6 months.